



KENT COUNTY EMPLOYMENT OPPORTUNITY

Kent County Human Resources Department, County Administration Building,
300 Monroe Avenue NW, Grand Rapids, MI 49503

Telephone: (616) 632-7440

Fax: (616) 632-7445

www.accesskent.com/jobs

Deputy District Court Administrator/Magistrate

63rd District Court

1950 East Beltline Ave NE

\$73,132 to \$87,792 Full-time

Job Responsibilities

This key member of the 63rd District's management team will assist in the administration of the divisions of the 63rd Judicial District, including but not limited to adjudication of civil, criminal, landlord/tenant, and traffic matters; provision of supervision and services to adult misdemeanor offenders; case flow management; information management and systems; training and development for Court personnel; and direct supervision of subordinate staff including hiring, disciplining, training and policy administration. This position will participate in the development and implementation of standard operating policies, procedures and practices for the Court, and monitor compliance with SCAO requirements. Additionally, this position will be appointed as a District Court Magistrate to adjudicate matters before the 63rd District Court on behalf of the people of Kent County and the State of Michigan and will perform other judicial functions within the authority of district court magistrates as specified in the Michigan Compiled Laws and court rules.

Job Requirements

Requires a Bachelor's degree from an accredited college or university in Criminal Justice, Social Work, Court Administration, Public Administration, Business Administration or related field combined with four years of progressively responsible experience in a legal-related, court or judicial administration field. Equivalent combination of education and experience may be considered. Knowledge of the Michigan Compiled Laws, Michigan Court Rules as well as SCAO's orders, rules and regulations is required. Individual must possess the ability to interact positively with judges, prosecutors, attorneys, law enforcement personnel, court administration and diverse client populations. Requires excellent interpersonal and oral and written communication skills and the ability to effectively encourage and promote team building. Juris Doctorate degree or Masters of Public Administration and supervisory experience preferred.

Please note: The successful candidate must attend and complete the next available Michigan Judicial Institute's New Magistrate Training Seminar with a passing score, as required by MCL 600.8512. Additionally, as a district court magistrate, candidate must be an elector within the County of Kent (or willing to relocate) and have the ability to be bonded in the amount of \$50,000 in favor of the Court and County (MCL 600.8507)

Kent County Is An Equal Opportunity Employer.

"Kent County...where diversity and inclusion matter"